
Information note

30 May 2000

Information note on arrangements for the special session of the General Assembly entitled "World Summit for Social Development and beyond: achieving social development for all in a globalizing world" (Twenty-fourth special session)

To be held at the United Nations Office at Geneva from 26 to 30 June 2000

The present information note describes administrative and logistical arrangements for the special session of the General Assembly entitled "World Summit for Social Development and beyond: achieving social development for all in a globalizing world". Information can also be obtained on the Internet at www.un.org/socialsummit. Additional information will be issued as appropriate.



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I. Introduction

The General Assembly, by its resolution 50/161 of 22 December 1995, decided to hold a special session of the Assembly in 2000 for an overall review and appraisal of the implementation of the outcome of the World Summit for Social Development and to consider further actions and initiatives.

By its resolution 51/202 of 17 December 1996, the Assembly decided that the Commission for Social Development would undertake work for the preparations of the special session and that a preparatory committee of the whole of the Assembly would be established. The Assembly also reaffirmed that the follow-up to the Summit would be undertaken on the basis of an integrated approach to social development and within the framework of a coordinated follow-up to and implementation of the results of the major international conferences in the economic, social and related fields.

By its resolution 52/25 of 26 November 1997, the Assembly decided to establish a Preparatory Committee open to the participation of all States Members of the United Nations and members of the specialized agencies, with the participation of observers in accordance with the established practice of the Assembly.

By its resolution 53/28 of 19 November 1998, the Assembly welcomed the offer of the Government of Switzerland to convene the special session at the United Nations Office at Geneva and decided that the special session would be held at Geneva from 26 to 30 June 2000. The Assembly also reiterated that the objectives of the special session would be to reaffirm the Declaration and the Programme of Action agreed at the Summit and not to renegotiate them, to identify progress made and constraints therein, as well as lessons learned, in the implementation of the Declaration and the Programme of Action at the national, regional and international levels and to recommend concrete actions and initiatives to further efforts towards full and effective implementation of the Declaration and the Programme of Action.

By its decision 54/405 of 8 October 1999, the Assembly decided that the special session would be entitled "World Summit for Social Development and beyond: achieving social development for all in a globalizing world".

Official web site of the special session

Information on all aspects of the twenty-fourth special session can be found at the following address: www.un.org/socialsummit. The site, which will be updated daily during the special session, contains news, issues and statements related to the session as well as information on accreditation for representatives of the media and of non-governmental organizations (NGOs) and information on side events taking place in Geneva. All official documents of the Preparatory Committee for the special session and of the Commission for Social Development are also available at this site. During the special session, this site will provide a live webcast of the plenary meetings and up-to-date information about documentation, schedules of meetings and some NGO activities.

Social Summit digital library

On the occasion of the special session, the United Nations Secretariat and the International Labour Organization (ILO) have jointly produced a CD-ROM that contains all key documents of the World Summit for Social Development, the special session and all other important meetings on the subject of social development held at the United Nations and ILO between 1995 and 2000. The CD-ROM will be distributed to delegates upon registration for the special session. Representatives of the media and non-governmental organizations may obtain a copy by registering at the official web site of the special session: www.un.org/socialsummit.

II. Information for participants

A. Dates and venue

The twenty-fourth special session of the General Assembly will be held at the United Nations Office at Geneva from 26 to 30 June 2000. The tentative programme of the special session appears in annex I.

B. Arrival information

1. Arrival in Geneva

Upon their arrival at the airport, Heads of State and Government, Vice-Presidents and Crown Princes and Princesses will be greeted, on behalf of the Secretary-General, by representatives of the United Nations Protocol and Liaison Service. Permanent missions should submit detailed information about arrivals to Mr. M. Ulkumen, Chief of Protocol, United Nations Office at Geneva, at least 24 hours in advance of arrival. (See annex II, arrival form.)

The host country will provide shuttle bus service for the participants in the special session between the Geneva airport and the principal downtown hotels from 24 to 26 June for arrivals and on 30 June and 1 July for departures. In addition, all the participants will receive a transport pass that will give them free access to the entire Geneva public transport system for the duration of the event.

2. Arrival at the United Nations Office at Geneva

All participants in the special session and regular users of the Palais des Nations are advised that the holding of the special session will require exceptional security measures in line with those applicable at United Nations Headquarters in New York. Only persons with grounds passes (photo badges) from United Nations Headquarters or the United Nations Office at Geneva will be admitted to the Palais. A diplomatic passport, a laissez-passer or a "Bern" pass will not be accepted as an alternative. All missions are therefore urged to see that their personnel are provided with valid United Nations grounds passes in advance of the special session. The Security and Safety Service of the United Nations Office at Geneva will give a briefing for all permanent and observer missions in early June on the arrangements for the special session.

Pregny Gate (opposite the Red Cross building on the Avenue de la Paix)

Access to the Palais for all vehicular traffic will be through the Pregny Gate. This traffic may be temporarily suspended at times by the police for the arrival or departure of security-escorted motorcades. For security reasons it will not be possible for drivers to obtain parking permits for their cars upon arrival at the Pregny Gate. All persons must register at the accreditation tent before entrance is granted. Owing to the limited parking space available at the Palais des Nations, special parking authorizations will not be issued for the special session. As an exception, entrance permits will be issued to those permanent missions using minivans or multiple-passenger vehicles for the transportation of their delegation members. Such vehicles will be allowed access to the grounds of the Palais only to discharge and pick up passengers; parking will not be allowed.

Ariana Gate (between the Ariana Museum and the Pregny Gate on the Avenue de la Paix)

All the participants arriving on foot will enter the grounds of the Palais des Nations through the Ariana Gate. This gate will also lead to the accreditation tent. Participants should note that the Ariana Gate will be the only entrance to the Palais des Nations for the delegates, NGO members and media representatives requiring accreditation and having no United Nations grounds pass. Only accredited participants will be allowed entrance to the Palais through other gates.

Nations Gate at the Place des Nations

This gate will be closed to vehicular traffic. Access will be granted to pedestrians with valid United Nations grounds passes.

Chemin de Fer Gate

This gate is situated near the railroad, opposite the Chemin Rigot, and will be open to vehicular and pedestrian traffic for participants with valid United Nations grounds passes.

Motorcades

Delegations are reminded that all persons, including those in motorcades, must be in possession of valid United Nations grounds passes in order to enter the premises. The cooperation of delegations is vital to ensure a smooth traffic flow at the gates and to avoid misunderstanding.

Information concerning special security arrangements on the part of the host country will be communicated to delegations in due time.

C. Accreditation and access information**1. Accreditation arrangements**

All valid grounds passes (photo badges) issued at United Nations Headquarters and the United Nations Office at Geneva to diplomats and technical support staff of the permanent and observer missions, representatives of non-governmental organizations, the press, specialized agencies and United Nations Secretariat staff

will be recognized for the duration of the special session. Holders of such badges are urged to ensure that their badge has been updated and has a valid date of expiration.

Accreditation of all categories of participants will be managed by the relevant office servicing each category. Counters will be established in the accreditation tent for each category of participants. Telephone and fax numbers of the Accreditation Unit at the Palais will be communicated in due time. The dates and hours of operation are set out below.

For members of delegations of Member and observer States, representatives of intergovernmental organizations, associate members of regional commissions and United Nations specialized agencies:

Thursday, 22 June, 9.00 a.m. to 6.00 p.m.

Friday, 23 June, 9.00 a.m. to 6.00 p.m.

Saturday, 24 June, 9.00 a.m. to 6.00 p.m.

Sunday, 25 June, 9.00 a.m. to 9.00 p.m.

Monday, 26 June, 8.00 a.m. to 6.00 p.m.

Tuesday, 27 June, 9.00 a.m. to 6.00 p.m.

Wednesday, 28 June, 9.00 a.m. to 6.00 p.m.

Thursday, 29 June, 9.00 a.m. to 6.00 p.m.

Friday, 30 June, 9.00 a.m. to 6.00 p.m.

For members of the press and non-governmental organizations:

Thursday, 22 June, 7.30 a.m. to 6.00 p.m.

Friday, 23 June, 7.00 a.m. to 10.00 p.m.

Saturday, 24 June, 7.00 a.m. to 10.00 p.m.

Sunday, 25 June, 9.00 a.m. to 9.00 p.m.

Monday, 26 June, 7.30 a.m. to 6.00 p.m.

Tuesday, 27 June, 7.30 a.m. to 6.00 p.m.

Wednesday, 28 June, 7.30 a.m. to 6.00 p.m.

Thursday, 29 June, 7.30 a.m. to 6.00 p.m.

Friday, 30 June, 7.30 a.m. to 6.00 p.m.

The Protocol and Liaison Service will register and issue United Nations grounds passes to members of delegations of Member and observer States, representatives of intergovernmental organizations, associate members of regional commissions and United Nations specialized agencies. In addition, passes will be provided to the members of parties of Heads of State and Government and other VIPs participating in the special session.

Delegations are requested to submit duly filled out registration (SG.6) forms with the list of participants (see annex III, registration of delegations to the twenty-fourth special session) to Mrs. M. Curran, Protocol and Liaison Service, United Nations Secretariat, Room S-201P, New York, NY 10017, tel.: 1 (212) 963-7181. As

from 16 June 2000, participant lists and applications for United Nations grounds passes should be submitted directly to the Protocol Accreditation Unit at the Palais des Nations in Geneva.

Upon request from permanent missions, VIP passes without photographs will be issued to Heads of State or Government, Vice-Presidents, Crown Princes and Princesses, and Deputy Prime Ministers participating in the special session. Cabinet ministers will be issued VIP passes with a photo. Appropriate requests with the attachment of two passport-sized photographs will be necessary for the issuance of this category of pass.

For special security passes for bodyguards and members of security details accompanying Heads of State or Government or other VIPs, delegations are requested to contact Mr. J. Villanueva, Security and Safety Service, United Nations Office at Geneva, Palais des Nations, Room PN A.214, Tel: (41-22) 917-2700.

2. Access to the Assembly Hall (Salle des Assemblées) and other meeting rooms during the special session

For the duration of the twenty-fourth special session of the General Assembly, access to the Assembly Hall (Salle des Assemblées) and other meeting rooms will be open only to participants with valid United Nations grounds passes (issued at Headquarters in New York or Geneva).

In view of the limited seating capacity of the Assembly Hall (Salle des Assemblées) where the plenary meetings of the special session will be held, Member States and Palestine will be allocated four seats each, and the delegations of observer entities will be allocated two seats each.

During the special session, sections of the Assembly Hall will be reserved for spouses and guests of the VIPs addressing the special session. Tickets to those areas will be issued by the Protocol Accreditation Unit upon request. Delegations are requested to submit lists of guests with the day and time they wish to attend the special session to the Chief of Protocol, United Nations Office at Geneva, Palais des Nations, Room PN 180, tel.: (41-22) 917-2190.

3. Provisional list of delegations

A list of delegates to the twenty-fourth special session of the General Assembly will be published by the Protocol and Liaison Service in Geneva. Permanent and observer missions are requested to submit comprehensive lists of participants with their titles and affiliations to the Protocol and Liaison Service in New York at their earliest convenience. As from 16 June, such lists should be submitted to the Protocol Accreditation Unit at the United Nations Office at Geneva.

D. Security arrangements and responsibilities

The Security and Safety Service is responsible for the security of all persons while they are on United Nations premises. The host country and host city authorities are responsible for all arrangements relating to security and movement outside the United Nations Office at Geneva.

Protection is provided by host country security authorities to Heads of State and Government, as well as to a limited number of other government officials, by the assignment of protection detail personnel, and will include motorcade arrangements. Arrangements for such assignments are initiated with the Swiss authorities.

Any questions should be directed to Mr. R. De Stickere, Chief, Security and Safety Service, United Nations Office at Geneva, Palais des Nations, Room PN A.218 at tel.: (41-22) 917-4274.

E. Participation in the session

On Monday, 26 June 2000, delegates are invited to occupy their seats in the Assembly Hall (Salle des Assemblées) by 9.40 a.m. Beginning at 9.45 a.m., immediately prior to the opening of the twenty-fourth special session of the General Assembly, welcoming remarks will be delivered by Paul Nyrup Rasmussen, Prime Minister of the Kingdom of Denmark (as host country of the World Summit for Social Development), and Adolf Ogi, President of the Swiss Confederation (as host country of the twenty-fourth special session).

In accordance with the recommendation of the Preparatory Committee, the special session will have a plenary and an Ad Hoc Committee of the Whole. Ten plenary meetings will be held during the five-day period of the special session, with two meetings per day according to the following schedule: 10 a.m. to 1 p.m. and 3 to 6 p.m.

As decided by the General Assembly, participants in the debate in the plenary will include Member States and, in the capacity of observers, organizations and entities having received a standing invitation to participate as observers in the sessions and the work of the Assembly, States members of specialized agencies that are not members of the United Nations and associate members of the regional commissions.

The Preparatory Committee further recommended that statements in the debate in the plenary should not exceed seven minutes. To facilitate the observance of the time limit, a light system installed on the lectern would signal the approach of the seven-minute limit.

Representatives of United Nations programmes and other entities in the United Nations system may make statements in the Ad Hoc Committee of the Whole.

As decided by the General Assembly, representatives from non-governmental organizations may make statements in the Ad Hoc Committee of the Whole of the special session. Given the availability of time a limited number of non-governmental organizations in consultative status with the Economic and Social Council may also make statements in the debate in the plenary of the special session. The President of the General Assembly will present the list of selected non-governmental organizations to the Member States in a timely manner for approval. In so doing, the President of the General Assembly will ensure that such selection is made on an equal and transparent basis, taking into account the geographical representation and diversity of non-governmental organizations. NGOs wishing to make statements in the Committee of the Whole should forward their request to Mr. J. Langmore, Director, Division for Social Policy and Development, Department of Economic and

Social Affairs, United Nations, Room: DC2-1370, New York, NY 10017; Fax: 1-(212) 963-3062.

Only official documents of the twenty-fourth special session bearing General Assembly document symbols and texts of statements to be delivered in plenary meetings will be distributed in the Assembly Hall.

1. List of speakers for the debate in the plenary

The list of speakers for the debate in the plenary is currently available at United Nations Headquarters in room S-3001 G and on the Internet. Any change or addition to the list of speakers should be communicated in writing to the General Assembly and Economic and Social Council Affairs Division, room S-3001 G, tel.: 1-(212) 963-5063; fax: 1-(212) 963-3783. As of 23 June, the list of speakers will also be available at the United Nations Office at Geneva, room PN A.659.

2. Statements

A minimum of 30 copies of the text of statements to be delivered in the debate in plenary should be submitted in advance to the Secretariat; failing this, delegations are urged to provide interpreters with five copies (for interpretation into the five other official languages) before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 350 copies are required.

Delegations that wish to make their statements available to non-governmental organizations should deliver copies to Conference Room XXVI (E Building).

Delegations wishing to make their statements available to the press should bring a minimum of 100 copies to the Media Centre (Conference Room XVI, fifth floor of the Assembly Building) and 100 copies to Press Room I (ground floor, Door 6). No copying facilities will be available for these statements.

3. Interpretation

Statements made in any of the six official languages of the United Nations are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages; however, in such cases, in accordance with rule 53 of the rules of procedure of the General Assembly, the delegation in question must provide either an interpreter or a written text of the statement in one of the official languages. On the basis of interpretation or written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. Moreover, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths in the Assembly Hall, must be made in advance with Mr. N. Tawfik, Chief, Interpretation Service, Palais des Nations, Room PN C.544, tel.: (41-22) 917-3074. Apart from the above exception, there will be no facilities for interpretation in non-official languages.

4. Arrangements for bilateral meetings

Facilities

Facilities for bilateral meetings and contacts among Member States will be available for the special session.

Reservation system

Within the designated bilateral meeting areas, a reservation system has been instituted in order to provide equitable and efficient use of the facilities.

A bilateral room reservation form (see annex IV) will be distributed to all permanent and observer missions for this purpose. Missions are requested to use a separate form for each bilateral meeting and to forward the forms to Ms. E. Piczulski, Meetings Planning and Servicing Section, United Nations Office at Geneva, room PN B.540, tel.: (41-22) 917-4065, fax (41-22) 917-0159. These written requests should specify the date, time and exact duration of each meeting and should include the name of the other delegation participating in the bilateral meeting. Photo opportunities in connection with bilateral meetings will be available upon request (see section H below for details).

Oral communication of the availability of space will be given shortly after the receipt of each request, and information on room assignments will be provided two working days in advance of the special session. Depending on the programme, every effort will be made to keep a delegation's appointments in the same room.

F. Panel discussions

Three high-level panel discussions will be held during the special session, on 28 June from 3 to 6 p.m. and on 29 June from 10 a.m. to 1 p.m. and from 3 to 6 p.m. in Room XX. The themes of the panels will be: (a) an enabling environment and resources for social development; (b) promotion of full employment; and (c) social integration (subtheme: basic social services for all). The panels are organized by the Chairman of the Preparatory Committee. Additional information is available at the web site of the special session: www.un.org/socialsummit.

G. Special events

Special events in conjunction with the special session have been organized by Governments, intergovernmental organizations, academic institutions and non-governmental organizations. All such events will be held from 26 to 30 June at the Geneva 2000 Forum: The Next Step in Social Development, organized by the Swiss Confederation and the City and Canton of Geneva. Information on the Geneva 2000 Forum can be found in annex VIII.

H. Media arrangements and services

Accreditation

The Media Accreditation Centre will be located in the accreditation tent, which will be near the Pregny Gate on the Avenue de la Paix. The hours of operation are indicated in section C above.

Correspondents already possessing a valid United Nations grounds pass for United Nations Headquarters or the United Nations Office at Geneva will not need additional accreditation for the special session. All other representatives of the media will be accredited for the coverage of the special session.

Completed application forms (see annex V) should be sent to the United Nations Information Service, Public Relations Section, Palais des Nations, 1211 Geneva 10, Switzerland. Fax: (41-22) 917-0073/0165.

Each member of the press corps accompanying a Head of State, Head of Government or head of delegation must complete an application form for accreditation. This form must be attached to an official letter from the permanent mission concerned and addressed to the Chief, Public Relations Section, United Nations Information Service, at the above address. The letter must list the names of the media representatives with their functional titles and affiliation (i.e., news media organization).

After arrival in Geneva, all members of the press corps accompanying the Head of State, Head of Government or head of delegation must present themselves to the Accreditation Centre, where they will be issued a United Nations grounds pass upon presentation of a national passport and another valid photo ID.

For security reasons, each member of the press corps will be required to wear both a United Nations grounds pass and a national press ID at all times.

Entry and screening procedures

There is no designated entrance gate for the media. Specific measures will be in place to facilitate access to the Palais des Nations through door 23 outside normal opening hours. All media personnel entering through the Ariana Gate are advised to arrive early. Last-minute arrivals may encounter delays because the Avenue de la Paix may be closed temporarily for motorcades.

Media Centre

The United Nations will establish a Media Centre for the press corps in Conference Room XVI of the Assembly Building (Building A of the Palais des Nations). It will provide the following technical services and assistance:

- Television monitors carrying live proceedings on closed-circuit television in English;
- Audio distribution boxes to record proceedings in the original language, in English and in French;
- Telephone lines (telephone cards required) and electrical outlets (230 volts monophase 50 Hz) to enable journalists to use their laptop computers with modem;

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- Documents distribution, including press releases;
 - Distribution of tickets to the press gallery of the Assembly Hall.

An information desk in the Media Centre will be staffed from 9 a.m. to 9 p.m. between 26 and 30 June to assist journalists with both substantive and organizational questions. The telephone numbers at the Media Centre are (41-22) 917-6873/6874.

The catering facilities available to the press are the Cafeteria (ground floor, A Building), the Press Bar (ground floor, Door 6), Bar 13-15 (second floor, A Building, access through Doors 13 and 15), and the Bar Serpent located in the E Building (Door 40).

Audio-visual services

Photographs will be available for a nominal fee.

Radio production and transmission facilities will be available on the second floor under the Assembly Hall. Radio correspondents may book studio production and transmission facilities and request audio recordings at the Booking Office in Room 233 near Door 13 on the second floor.

Unequipped work space for television journalists will be available on the eighth floor of the Assembly Building above the Media Centre. The European Broadcasting Union (EBU) will provide feeds to broadcasters in this area in the original language, in English and in French.

Live television feeds and unilateral services will be available through EBU. Work space, editing, stand-up and transmission facilities may be booked through EBU, tel.: (41-22) 717-2840.

Pool coverage

Owing to logistical and space considerations, nearly all visual media coverage will be done by selected media pools. These pools are reserved for United Nations Television, Swiss Television as host broadcaster, United Nations photographers and international photo agencies. In the case of print media, the United Nations Correspondents Association will notify the United Nations Information Service of its representative. In all instances, the pools will be accompanied by an Information Service staff member, tel.: (41-22) 917-4606; fax: (41-22) 917-0031.

Visual coverage in the Assembly Hall

Television crews and photographers may cover selected events on a pool basis from the press gallery in the Assembly Hall. Official photographers and official television crews may cover the statement of their Head of State, Head of Government or head of delegation. This visual coverage will be done on a rotating basis. Because of space limitations, photographers and cameramen may not remain to cover other statements. Visual media will be accompanied by United Nations Information Service staff: tel.: (41-22) 917-4606; fax: (41-22) 917-0031.

Tickets to the press gallery in the Assembly Hall

Seats are available for media representatives in the press gallery of the Assembly Hall. Tickets will be distributed in the Media Centre half an hour before the opening of the meeting on a first-come, first-served basis.

United Nations press release coverage

The Information Service will provide press release coverage in English and French of open meetings of the special session. Press releases may be obtained from the third floor documents centre, rooms PN C.327 and 329, on the racks of Press Room I and in the Media Centre.

Further enquiries concerning the distribution of press releases and other materials should be directed to room PN C.327. Queries concerning daily developments, issues, background information on the special session and related matters should be directed to the Press Section, tel.: (41-22) 917-2324/2311.

Background material

For press materials, information about negotiations and issues, suggestions for interviews and other related assistance, contact the Information Service, tel.: (41-22) 917-2324/2326; fax: (41-22) 917-0300. During the special session queries may also be directed to the Information Desk in the Media Centre, tel.: (41-22) 917-6873/6874.

Briefings for journalists

The spokesperson of the President of the General Assembly will hold daily briefings at noon for journalists in Room III, C Building, Palais des Nations.

Press conferences and interviews

Room III has been identified as the venue for press conferences during the special session. Press conferences could also be organized in other rooms. The Information Service will announce the location and list of press conferences on a daily basis. Requests for press conferences during the special session should be directed to the Information Service. Interviews can be arranged in advance, tel.: (41-22) 917-2302/2325. During the special session, arrangements may also be made at the information desk in the Media Centre, tel.: (41-22) 917-6873/6874.

I. Information for non-governmental organizations**Registration of non-governmental organizations**

NGOs accredited to the special session should contact the following office for additional information on registration:

Mr. Y. N'Goran
Intergovernmental Policy Branch
Division for Social Policy and Development
Department of Economic and Social Affairs
United Nations Secretariat, Room DC2-1360
New York, NY 10017, United States
Tel: 1-(212)-963-3175
Fax: 1-(212)-963-3062

Mrs. S. Erdembileg
Intergovernmental Policy Branch
Division for Social Policy and Development
Department of Economic and Social Affairs
United Nations Secretariat, Room DC2-1344
New York, NY 10017, United States
Tel: 1-(212)-963-4720
Fax: 1-(212)-963-3062

The NGO Accreditation Centre will be located in the accreditation tent, which will be near the Pregny Gate on the Avenue de la Paix. The hours of operation are indicated in section C above.

Access to meetings

Plenary meetings: Assembly Hall (Salle des Assemblées), A Building

Ad Hoc Committee of the Whole: Conference Room XIX, E Building, third floor

Access to plenary meetings

The sixth floor gallery (Geneva side) of the Assembly Hall will be reserved for representatives of NGOs. Secondary access passes and a.m./p.m. session tickets will be provided to the NGO liaison office for issue to NGO representatives. Additional information on the distribution of tickets will be provided later.

Access to the Ad Hoc Committee of the Whole

NGO access to the Ad Hoc Committee of the Whole will be based on the practice of the Main Committees of the General Assembly and the Commission for Social Development. In other words, NGO participants can observe the work of the Committee, request statement opportunities, disseminate information outside the conference room, etc. There are currently no special passes to attend meetings of the Ad Hoc Committee of the Whole.

Meeting space for participating non-governmental organizations

Conference Rooms XXI and XXVI (both located in the E Building) have been set aside for various NGO meetings and activities. The administration and scheduling of these rooms will be handled by the NGO liaison office for the special session.

The NGO Lounge (room E-2), located on the ground floor of the E Building, is also at the disposal of representatives of NGOs. Photocopying machines will be available in that room.

Distribution of materials

No distribution of printed materials will be allowed in the vicinity of the Assembly Hall. Printed materials can be distributed on tables that will be available outside Conference Room XIX.

J. Social programme

A welcoming reception for Heads of State and Government participating in the twenty-fourth special session of the General Assembly will be held on the morning of Monday, 26 June, at the Palais des Nations from 8.30 to 9.45. All Heads of State and Government will be greeted by the President of the General Assembly and the Director-General. Refreshments will be served.

On Monday, 26 June, at 1.00 the Secretary-General will offer a luncheon, co-hosted by the President of the General Assembly, in honour of Heads of State and Government and other high-level participants in the twenty-fourth special session of the General Assembly. The luncheon will be held at the Delegates Restaurant on the eighth floor of the Palais des Nations. Additional information on this event will be provided to delegations in due time.

On Tuesday, 27 June, at 6.30 the President of the General Assembly will host a reception in honour of the participants of the twenty-fourth special session of the General Assembly on the grounds of the Palais des Nations.

Information on other activities, including tours of the region, can be obtained from the following address:

Mr. Renato Grieco
MCI Travel
75 Rue de Lyon
1211 Geneva 13
Switzerland
Tel: (41-22) 339-9930
Fax: (41-22) 339-9901
e-mail: renato@mci-group.com
web site: www.mci-group.com

K. Host country liaison

All enquiries concerning host country matters should be directed to the focal points listed in Annex VII.

Annex I

Tentative programme of the special session

Monday, 26 June 2000

- 9.45-10.00 Welcoming remarks by Paul Nyrup Rasmussen, Prime Minister of the Kingdom of Denmark (as host country of the World Summit for Social Development), and Adolf Ogi, President of the Swiss Federation (as host country of the twenty-fourth special session).
- 10.00-1.00 Opening of the special session (statements by the President of the Assembly and the Secretary-General; organizational matters; opening of the debate in the plenary).
- 11.00-1.00 First meeting of the Ad Hoc Committee of the Whole.
- 3.00-6.00 Second plenary meeting of the special session (continuation of the debate).
Second meeting of the Ad Hoc Committee of the Whole.

Tuesday, 27 June 2000

- 10.00-1.00 Third plenary meeting of the special session (continuation of the debate).
Third meeting of the Ad Hoc Committee of the Whole.
- 3.00-6.00 Fourth plenary meeting of the special session (continuation of the debate).
Fourth meeting of the Ad Hoc Committee of the Whole.

Wednesday, 28 June 2000

- 10.00-1.00 Fifth plenary meeting of the special session (continuation of the debate).
Fifth meeting of the Ad Hoc Committee of the Whole.
- 3.00-6.00 Sixth plenary meeting of the special session (continuation of the debate).
Sixth meeting of the Ad Hoc Committee of the Whole.

High-level panel discussion. Theme: Enabling environment and resources for social development.

Thursday, 29 June 2000

- 10.00-1.00 Seventh plenary meeting of the special session (continuation of the debate).
Seventh meeting of the Ad Hoc Committee of the Whole.
High-level panel discussion. Theme: Promotion of full employment.
- 3.00-6.00 Eighth plenary meeting of the special session (continuation of the debate).
Eighth meeting of the Ad Hoc Committee of the Whole.
High-level panel discussion. Theme: Social integration (subtheme: Basic social services for all).

Friday, 30 June 2000

- 10.00-1.00 Ninth plenary meeting of the special session (continuation of the debate).
- 3.00-6.00 Tenth plenary meeting of the special session (conclusion of the debate, adoption of the final document, closing of the special session).

Annex II

Arrival form

**Twenty-fourth special session of the General Assembly entitled
"World Summit for Social Development and beyond: achieving
social development for all in a globalizing world"**

26-30 June 2000, Geneva, Switzerland

DELEGATION OF: _____

PRESIDENT:)H.E. _____
) _____
) _____
) _____
OR) _____
) _____
PRIME MINISTER:)H.E. _____
) _____

DATE OF ARRIVAL: _____

AIRLINE CARRIER: _____ FLIGHT # _____

NAME OF SPOUSE: _____
 FIRST NAME LAST NAME

DATE OF ARRIVAL OF SPOUSE: _____

Please submit to the Protocol Service, Palais des Nations, Room PN180, fax 41-22-917-0000, at least 24 hours before arrival.

Annex III

Registration of delegations to the twenty-fourth special session of the General Assembly

26-30 June 2000, Geneva, Switzerland

UNITED



NATIONS

PROTOCOL AND LIAISON SERVICE

_____ requests the U.N. Protocol and Liaison Service
Permanent/Observer Mission - Observer Office - Specialized Agency
Mr.
to accredit and issue a grounds pass to Mrs. _____
Ms.
in the capacity of _____
Delegate's date and port of entry in Switzerland _____
Departure date _____
Occupation in the sending State _____ Citizenship _____
Address in Geneva _____

SIGNATURE _____

Administrative Officer

Geneva/New York _____
(Date)

OFFICIAL SEAL

APPLICATION FOR UNITED NATIONS GROUNDS PASS

NAME _____ COUNTRY/ORG. _____

Head of Del. ()	Rep. ()	Alt. Rep. ()	Adviser ()	Expert ()	Staff ()
------------------	----------	---------------	-------------	------------	-----------

FOR PROTOCOL USE ONLY

Signature _____
(Approving Officer)

Date: _____

Code:	GD _____	DE _____	AD _____	PS _____	PC _____
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Annex IV

Bilateral room reservation form

Twenty-fourth special session of the General Assembly

OFFICE DES NATIONS UNIES A GENEVE UNITED NATIONS OFFICE AT GENEVA

Mission	
Contact person	
Telephone number	
Fax number	
E-mail address	

DATE OF MEETING	TIME	DELEGATION	LEVEL

N.B.: Of the 10 meeting rooms available, one will accommodate 20 people and another will accommodate 12 people. For the others, a maximum of 8 persons can be accommodated. Twenty minutes are allocated per bilateral meeting, with 10 minutes between meetings. Please indicate start time and end time. Please also indicate the delegation with whom you are meeting, as well as the level of the meeting, whether Head of State, Head of Government, ministerial or other. Requests should be submitted at the latest by 7 p.m. (19h00) one day before the meeting.

Please send completed form to Ms. E. Piczulscki, Meeting Servicing and Planning Section, CPCS, Fax No. (41-22) 917-0159.

Annex V

Requests for accreditation of media representatives



**UNITED NATIONS GENERAL ASSEMBLY SPECIAL SESSION
ON THE IMPLEMENTATION FOR THE OUTCOME OF THE
WORLD SUMMIT FOR SOCIAL DEVELOPMENT
AND FURTHER INITIATIVES
26-30 June 2000**

PROCEDURES TO APPLY FOR MEDIA ACCREDITATION

Bona fide representatives of the mass media – press, photo, radio, television and film – will be accredited for coverage of the *UNITED NATIONS GENERAL ASSEMBLY SPECIAL SESSION ON THE IMPLEMENTATION FOR THE OUTCOME OF THE WORLD SUMMIT FOR SOCIAL DEVELOPMENT AND FURTHER INITIATIVES*, to be held in Geneva, Switzerland on 26-30 June 2000.

Completed application forms, together with a letter of assignment on official letterhead from the Editor or Bureau Chief, should be sent to:

**UNITED NATIONS INFORMATION SERVICE
Public Relations Section
Palais des Nations
1211 Geneva 10, Switzerland
Fax numbers:
(41-22) 917-0073 - (41-22) 917-0165**

No acknowledgement will be mailed to you. If you have applied by mail, passes will be issued at the above address upon presentation of two forms of photo ID (passport, official national press pass, drivers license, work ID, etc.).

If you are applying at the site of the Session for the first time, you should complete an application form, present a letter of assignment and two forms of photo ID.

PLEASE NOTE: Application forms will be considered only if accompanied by a letter of assignment. Accreditation is free of charge.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.



UNITED NATIONS GENERAL ASSEMBLY SPECIAL SESSION
ON THE IMPLEMENTATION OF THE OUTCOME OF THE WORLD
SUMMIT FOR SOCIAL DEVELOPMENT AND FURTHER INITIATIVES
Geneva, Switzerland, 26-30 June 2000

REQUEST FOR ACCREDITATION OF MEDIA REPRESENTATIVES

NOTE: This application ~~must be~~ presented with a letter of assignment, in order to be processed.

PERSONAL DATA

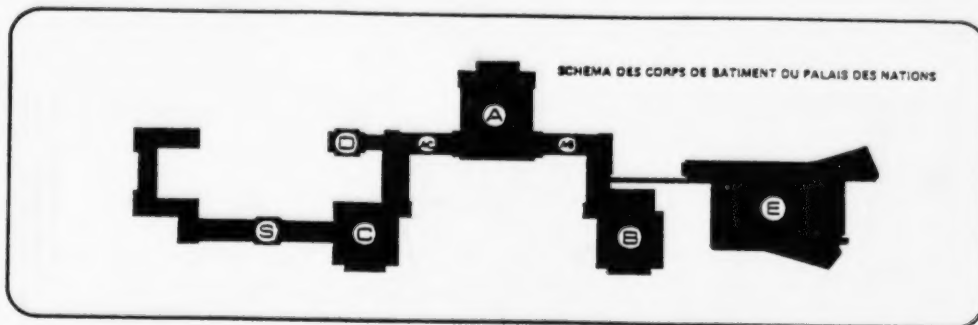
1. Name: _____
(Family name) (First name)
2. Place and date of birth: _____
3. Nationality: _____ 4. Passport number: _____
5. Permanent office address (if different from your organization's headquarters): _____
_____ Telephone: (____) _____
_____ Fax & e-mail: _____
6. For contact during Special Session:
Address: _____ Telephone: (____) _____
_____ Fax & e-mail: _____

DATA ON THE MEDIA ORGANIZATION YOU REPRESENT

7. Name of organization: _____
8. Contact person and title: _____
9. Headquarters' mailing address: _____ Telephone: (____) _____
_____ Fax & e-mail: _____
10. Status/Ownership:
☐ Educational/Public ☐ Government/State
☐ Private ☐ Other (specify): _____
11. Type of medium (check as many as necessary):
☐ Daily newspaper ☐ Photo/visual service ☐ Television
☐ News agency/service ☐ Radio ☐ Weekly publication
☐ Other (specify): _____
12. Position:
☐ Cameraperson ☐ Director ☐ Photographer ☐ Reporter
☐ Correspondent ☐ Editor ☐ Producer ☐ Technician
☐ Other (specify): _____
13. Working language(s) of your media organization: _____
14. Your main news topic(s) or field(s) of coverage (if applicable): _____

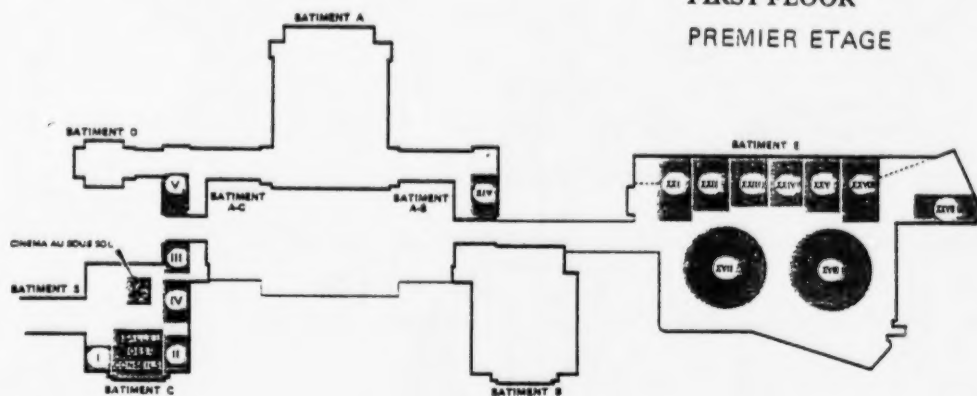
Annex VI

PLAN OF THE PALAIS DES NATIONS SCHEMA DES CORPS DE BATIMENT

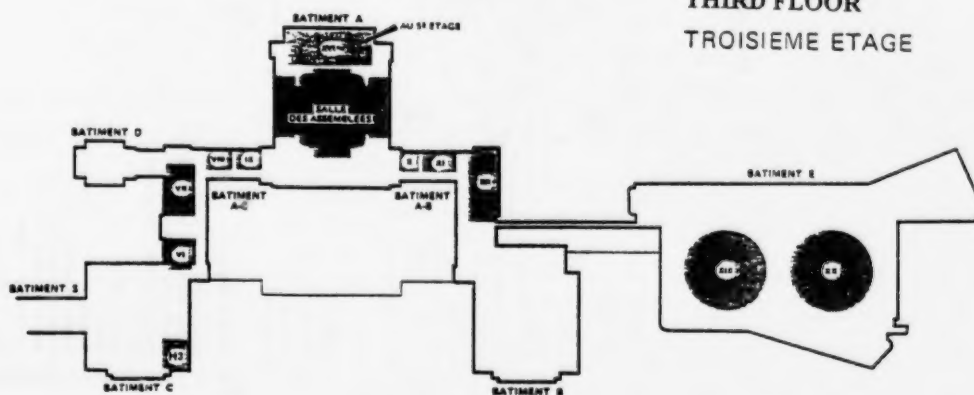


LOCATION OF MAIN CONFERENCE ROOMS EMPLACEMENT DES SALLES PRINCIPALES

FIRST FLOOR PREMIER ETAGE



THIRD FLOOR TROISIEME ETAGE



Annex VII

Secretariat focal points^a

The interdepartmental task force on the special session is responsible for the coordination within the Secretariat of work related to the preparations for the special session. Specific queries can be directed to focal points as follows:

A. General Assembly secretariat		Department of General Assembly Affairs and Conference Services General Assembly and Economic and Social Council Affairs Division United Nations Headquarters Vadim Perfiliev Room: S-2977A Tel: 1-(212) 963-0725 perfiliev@un.org
B. Ad Hoc Committee of the Whole	Substantive office	Department of Economic and Social Affairs Division for Social Policy and Development United Nations Headquarters John Langmore Room: DC2-1370 Tel: 1-(212) 963-5855 Gloria Kan Room: DC2-1362 Tel: 1-(212) 963-5873 Fax: 1-(212) 963-3062
	Committee Secretary	Department of General Assembly Affairs and Conference Services ECOSOC Servicing Branch United Nations Headquarters Kate Starr Newell Room: S-2950D Tel: 1-(212) 963-4248
C. Arrangements for interpretation from non-official languages		Conference Services Division Interpretation Service United Nations Office at Geneva Nagy Tawfik Room: C-526 Tel: (41-22) 917-3074 Fax: (41-22) 917-0100

^a Participants in the special session are reminded that the telephone code for Geneva is 41-22 for overseas calls.

D. Non-governmental organizations
registration/accreditation

Department of Economic and Social Affairs
NGO Section
United Nations Headquarters
Hanifa Mezoui
Room: DC1-1480
Tel: 1-(212) 963-8652
Fax: 1-(212) 963-9248

Intergovernmental Policy Branch
United Nations Headquarters
Yao N'Goran
Room: DC2-1360
Tel: 1-(212) 963-3175
Fax: 1-(212) 963-3062

Sarangerel Erdembileg
Room: DC2-1344
Tel: 1-(212) 963-4720
Fax: 1-(212) 963-3062

Office of the Director-General
NGO Liaison Office
United Nations Office at Geneva
Raymonde Martineau
Room: PN 176-2
Tel: (41-22) 917-2127
Fax: (41-22) 917-0583

E. Protocol

Executive Office of the Secretary-General
Protocol and Liaison Service
United Nations Headquarters
Igor Novichenko
Room: S-0201B
Tel: 1-(212) 963-7177
Fax: 1-(212) 963-1921

Office of the Director-General
Protocol and Liaison Service
United Nations Office at Geneva
Mehmet Ulkumen
Room: PN 180
Tel: (41-22) 917-2190
Fax: (41-22) 917-0000

F. Security		Division of Administration Security and Safety Section United Nations Office at Geneva Roland De Stickere Room: A.218 Tel: (41-22) 917-4274 Fax: (41-22) 917-0012
	National security officers	Jorge Villanueva Room: A.214 Tel: (41-22) 917-2700
G. Media services		Information Service United Nations Office at Geneva
	Media Centre	Conference Room XVI Tel: (41-22) 917-6873/6874
	Audio-visual services	Tel: (41-22) 917-4606 Fax: (41-22) 917-0031
	Background material	Tel: (41-22) 917-2324/2326 Fax: (41-22) 917-0030
	Press conferences and interviews	Tel: (41-22) 917-2302/2325
	Press releases	Tel: (41-22) 917-2311 or 2324
H. Facilities for bilateral meetings		Conference Services Division Meetings Planning and Servicing Section United Nations Office at Geneva Eleonora Piczulski Room: B.540 Tel: (41-22) 917- 4065 Fax: (41-22) 917-0159
I. Medical services	Emergencies	Tel: (41-22) 917-2222
J. Host country matters		Protocole Canton de Genève Jérôme Koechlin or Dominique Louis Chancellerie d'Etat, C.P. 3964 1211 Genève 3 Tel: (41-22) 319-2203 Fax: (41-22) 311-2155 Jerome.koechlin@etat.ge.ch

Sécurité Etat Major de la Police Genève
Marcel Vaudroz
Etat-major de la police
C.P. 236
1211 Genève 8
Tel: (41-22) 427-8100
Fax: (41-22) 329-5941
Chefso@police.etat.ge.ch

In New York

Permanent Observer Mission of Switzerland
to the United Nations
Counsellor
Julius Anderegg
633 Third Avenue, 29th floor
New York, N.Y. 10017
Tel: 1-(212) 286-1540
Fax: 1-(212) 286-1555

Participating Governments are responsible for all other arrangements, including travel to Geneva, entry formalities, ground transportation, accommodation, attention to special health and medical considerations, secretarial and telecommunication services, advance visits and delegations' programme of activities that are directly related to the special session.

Annex VIII

Information on special events

The Geneva 2000 Forum is to serve as a platform for networking and discussions for all parties engaged in or committed to social development. All activities of the Forum will take place within walking distance of the Palais des Nations. A registration centre will be set up next to the accreditation facilities for the special session. A registration fee will be charged. Participants can register in advance on the Internet at www.geneva2000.org, where additional information can be found. Shuttle bus service between the various venues will be provided.

The offices of the Geneva 2000 Forum can be contacted at the following address:

Geneva 2000 secretariat
P.O. Box 125
1211 Geneva 20
Switzerland
Tel: (41-22) 749-2571
Fax: (41-22) 749-2589
E-mail: info2000@geneva2000.org
